

PROGRAM MANAGER

CTSV-027

National Interpreter Testing Programs

A full-time position is available within the Court Consulting Services Division in the Language Access Services Section (LASS) of the National Center for State Courts (NCSC), a national court improvement organization. Location of the Program Manager is negotiable. The position is responsible for planning, organizing and controlling the overall activities of the Federal Court Interpreter Certification Examination (FCICE) program (project management, technical work, quality assurance, scheduling, budgeting and pricing associated with the grant/contract) and is the primary contact person for the federal government. The position supervises and coordinates the national state testing program and works closely with state managers. The work consists of the continual development of the testing program by researching for grant opportunities for various state projects; managing the Federal Court Interpreter Certification Examination (FCICE) program; and overseeing NCSC activities in support of the Language Access Advisory Committee (LAAC) and the Council for Language Access Coordinators (CLAC). The work also includes a working knowledge of psychometric evaluations of test instruments, as well as of written and oral test development.

Applicants are required to have a Masters degree, preferably in Business, Accounting, or Technology and Management. The applicant must have at least seven years of general experience in managing contracts relevant to a nationwide testing program, including financial, administrative, and program responsibility. At least two years of the above experience shall relate to management and oversight of contracts in support of state or federal Government activities, including administering contracts, supervising personnel and interacting with agency contracting, technical and functional personnel at all organizational levels or any combination of education and experience to perform required duties.

The Program Manager must possess excellent verbal and written communications skills sufficient to function in a high level executive environment. Specific experience in managing a language testing program is a requirement. Strong organizational skills; ability to work independently and proactively; and ability to prioritize, plan, coordinate and execute multiple tasks working with a diverse group of individuals are required. Interest in and passion for language access issues and the needs and priorities of LAAC and CLAC are a must as is a proven track record of adherence to top notch quality assurance processes and stellar customer service. Some travel is required. Starting salary is \$78,000 to \$83,000. This position will remain open until filled.

National Center for State Courts
CTSV-027
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